

CCDA Monthly Budget Narrative Report

Total Budget for FY14-15: \$511,000.00
Current Month's Expenditures: \$36,990.98

NOTE: The fund categories can be re-allocated as needed.

PERSONNEL SERVICES

A. Salary and Benefits- Total Budget: \$350,000 FY14-15

B. Position Count-4 plus

Commissioners (Per Diem), Executive Director, 2 Program Analysts, and 1 Office Technician

Benefits include: health care, retirement, unemployment, and other staff benefits
(Current month personnel expenditures: \$24,924.62)

Appointed Commissioners Per Diem- A budget of \$9,000.00 is included in the Salary and Benefits totals. Individually, commissioners can receive up to \$1,200.00 per FY.

We have 11 appointed commissioner positions that can individually receive \$100.00 Per Diem for the required meetings (currently we have one vacancy).

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OPERATING EXPENSES AND EQUIPMENT

C. General Expenses- **Total Budget: \$45,000.00**

- a. Office Supplies: binders, file folders, printer paper, toner, staples, etc.
- b. Printing: flyers, registration forms, handouts, workshop information, binding, etc.
- c. Phone and Internet Service
- d. Postage: mailing, postage of flyers, program announcements, fiscal reports, etc.
- e. Meeting Support: caption, meeting minutes, meeting rentals, etc.

D. Facilities Operation- **Total Budget: \$39,000.00**

- a. Monthly Rent for Executive Staff office (current monthly cost \$3,120.75)

E. Travel- **Total Budget: \$8,000.00**

- a. Includes local travel and TEC from all commission meeting travel

F. Training- **Total Budget: \$18,000.00**

- a. Training scheduled for staff professional development and commissioner orientations

G. Consultant/Professional Services- **Total Budget: \$27,000.00**

- a. Internal contracts for fiscal services, human resources, and IT services

H. Information Technology- **Total Budget: 24,000.00**

- a. Website re-design, hosting, and software/hardware technical support

Current Month Operating Expenses and Equipment Expenditures: **\$12,066.36**

TOTAL: \$511,000.00